

# Business Recycling Guidelines

Recyclables Should Be Empty, Clean and Unbagged  
Unless Otherwise Noted. If In Doubt, Throw It Out!

## Recycle These Clean Items



**Paper** (Staples in paper OK)



**Shredded Paper**



**Paper Food Containers**



**Glass**



**Metal**



**Plastic**

### Paper

(Staples in paper OK)

Blueprints  
Brochures, Catalogs  
Cardboard  
(flattened)  
Carbonless Forms  
Copy Paper  
File Folders  
Magazines  
Mail, Envelopes  
(windows OK)  
Newspapers  
Padded Envelopes  
(if padding is paper)  
Paperbacks  
(NO hardbacks)  
Phonebooks  
Ream Wrappers  
Shredded Paper  
(Stuff into clear plastic bag & tie securely)

### Paper Food Containers

Paper Cups  
Milk & Juice Cartons  
Frozen Food Boxes

### Glass

Bottles & Jars  
(All colors, NO lids, labels OK)

### Metal

Aluminum & Tin Cans  
(Labels OK)  
Clean Scrap Metal

### Plastic

Bottles, Jars, Jugs,  
Dairy Tubs  
(NO lids, caps, takeout containers or styrofoam.)

## Do Not Recycle These Items



Plastic Bags  
Styrofoam Packaging & Containers  
Lids, Caps  
Plastic Take-out Containers, Trays  
Bubble Wrap  
Plastic Utensils, Cups, Straws  
Plastic 3-Ring Binders  
Ceramic Dishes or Drinking Glasses  
Aerosol Cans  
Aluminum Foils, Foil Trays  
Greasy or Sharp Metal  
Laminated Paper  
Food Wrappers  
Food Scraps\*  
Food Soiled Paper\*  
Waxed Cardboard\*

\*These items are compostable.

For more information go to [www.wmnorthwest.com](http://www.wmnorthwest.com)

## Reduce Use of Natural Resources - It Makes Environmental and Business Sense.

- Switch off computer monitors and lights when you leave for lunch or meetings. Screensavers do not save energy.
- Use a durable mug or glass instead of a disposable cup.
- Reduce paper use by printing double-sided, using print preview, and printing only what you need.
- Reuse items in good condition. Donate what you don't need to a second hand outlet.
- Use environmentally-friendly packing materials such as shredded paper instead of bubble wrap or foam peanuts. Reuse bubble wrap and foam peanuts when you get them.



### Electronic and Hazardous Waste

Fluorescent tubes and bulbs, electronics (computers, cell phones, TVs etc.), rechargeable batteries, and hazardous products (cleaners, solvents, etc.) **do not go in the recycling or garbage.** Safe disposal information:

[www.wmnorthwest.com](http://www.wmnorthwest.com) or  
[www.1800recycle.wa.gov](http://www.1800recycle.wa.gov).



[www.wmnorthwest.com](http://www.wmnorthwest.com)  
1-800-592-9995 (M-F 7am-5pm)

**WM**  
WASTE MANAGEMENT  
Think Green.